Mathematics and Computer Science
Department Meeting Minutes
3/7/2014
Bldg 61-2316


The meeting was called to order at 2:58 pm.

Old Business

1) Minutes were not approved at the start of the meeting, because only 17 full-time members were present. Items not requiring a vote were discussed until a quorum could be achieved.

2) Faculty were reminded that SLOs needed to be assessed for courses that are up for their 4-year review, including Math 110/H, 130, 150, and 160. We want to sync SLO assessment with the curriculum update.

3) Faculty were reminded that requests for lab parity form must be submitted for the following CSCI courses: 110, 140, 145, and 170.

4) Additional old business item: Scott: both 260 and 290 were sent back to stage 1 in Web CMS – the problem is that these would both be part of the transfer curriculum. But the transfer degree cannot go over 60 units. With 285 we are right at 60 units. With the split, we would be 2 units over. Do we need to cut somewhere?

   Heidi - would it be possible to take out one of the earlier courses? Scott- I’m not sure. Question: Do other community colleges have the same problem? Scott: we have to research it. Stephen: maybe we could cut from our 14-unit calculus sequence. David - maybe take some material from 285. Scott – I personally think that if students have to take 280 and 260 together, along with Physics, this could be a roadblock for some. I think we may have made the wrong decision. This is just my opinion, not that of the committee. I like the idea of taking material from 285 and putting it in 181.

   Heidi – I don’t have a problem with leaving out 290 – someone who will be a math major will probably take it anyway. Maybe we should wait a month, do some research, before we put it into web CMS. It might still be approved. Tetsuro – is it possible to offer 290 in the Winter or Spring? Kambiz – maybe make the 181 four units.

   Art – do we need to vote on something, or make a motion? No motion is proposed.
   Art - let’s have the calculus committee members look into this.
New Business

1) **Art** – let me introduce Christina “Chris” Estrada. Chris - let me know how I can help.

***At 3:25, a quorum is achieved, as 20 department members are present. December minutes approved by acclamation.***

2) **Heidi** – I have a Math 140 student who asked me if they could get a textbook for the Veterans Resource Center (VRC). If others have veteran students you might want to ask them if they need a book as well.

3) **Art** – ALEKS bootcamp to review math. They have some money for the AANAPISI grant. There is presently no bootcamp for math, where students can review their math skills. There is one for English. We want to see if ALEKS can work as a refresher. David – they could also use it as a means to prepare for a placement test. Art – It may be possible to use it as a multiple measure. Motion from Art: I would like approval from the department to develop the ALEKS-based math boot camp, along with volunteers from the department, through the AANAPISI grant. Motion passes by acclamation.

4) **Janet** – we’ve gone through a lot of markers over the last 2 weeks. 12 boxes are gone in 2 days. In fall it worked to put out a new set every 2 weeks. Matt – people think there’s a shortage, so they’re hoarding. Janet – I put markers in on Monday. If they run out, Steve Z is adding more. We’re going to have to place an order sometime soon. Art – thanks Janet for taking this on, because it’s not your job.

Reports

1) **Faculty Association**: No meeting yet this semester, so no usual report. Linda Chan – elections are opening up. I’m running for FA treasurer. I also have a question: how do you handle office hours. Do you do virtual hours? Discussion followed.

2) **Academic Senate: Scott**: Dan Smith is now the AS President – I think he’ll do a good job. Don’t forget to nominate a faculty member or adjunct for Outstanding Faculty award. If they don’t get enough nominees they will shut it down. Discussion item – they are encouraging people to use a certain template of a syllabus, to make sure people have all the necessary information.

3) **Department Chair: Art**: I’m seeking people for the hiring team. I have had interested faculty who expressed an interest in serving, and nominated themselves, or who were nominated by others. But let’s officially open nominations, for the next two weeks. Do we think two weeks is enough? Matt – let’s send out an email, leave it open for the next 7 days. General agreement for this.
Gary – whatever judgments you make on the hiring team, the criteria you use must be put in writing in the job description.

Art – we have some empty office space – if you want to move, let me know. I will email a list of available spaces. Also, please get your supply requests in soon. This will be the last order of the fiscal year.

Art – the college is seeking to grow. Let me know if you want to teach in the summer. If you’re interested in teaching an upper division course, let me know. We have a demand for 180 and 181. Matt – we can easily grow the bridge program. Art – there are some scheduling issues with Bridge.

4) **Division Report: Art:** SLOs need to be on the syllabi, or at least the link to them. Apparently there is also verbage from the ADA that we need to include.

Art - it turns out that the length of the waitlist can be adjusted per class. The waitlist data could be used by the Instruction Office to determine the demand for a particular. This could be interesting data for the VP, to see if the waitlists for some classes are longer than others. Discussion followed.

Art – I talked with Dale Vickers personal computers for faculty – he said that things are looking up for next year, but we’re not going to get automatic renewals. It will be based on specific needs, depending on technical needs such as the inability of your current computer to run a necessary piece of software. It will go through Karen Long.

**Announcements**

1) **Art:** There will be an evacuation drill sometime between 9 AM and noon on March 18, at selected locations on campus. If you get an evacuation order, please follow it.

2) **Jimmy:** Parachutes and Ladders Conference – an expert on Singapore math will be there. Friday April 18, 8:30 – 3:30. $25 for early registration. Building 13. Six hours of salary advancement credit are available for this.

The meeting was adjourned at 4:45 pm

Submitted by:

Department Chair  
Art Nitta  

Recorder  
Cameron Troxell